



POSITION DESCRIPTION

1. POSITION TITLE: Engineering Technician
2. DEPARTMENT: Utilities/Engineering
3. PAY GRADE: 400 (Nonexempt)
4. SALARY: \$34,090.00

5. GENERAL DESCRIPTION OF THE WORK OF THE POSITION:

This is a technical position in the engineering department. This person works in direct contact with water, sanitary sewer and storm water projects, construction and compliance. Logs and maintains all records of inspections within these systems. Works in conjunction of other assistant engineers, departments and construction inspectors. Work performed is reviewed by the Senior Engineer or Assistant Engineer with instructions to insure conformity on work duties assigned. Performs all other duties assigned.

6. DUTIES OF THE POSITION (ILLUSTRATIVE ONLY):

Works with the Senior Engineer or Assistant Engineer in work/job assignments. Conducts many duties in the water, sewer and storm water systems; remote area inspections, manhole inspections, combined sewer overflow (CSO) inspections and maintenance; works on assigned system surveys as a rodman; storm water/sanitary sewer outfall inspections, MS4 and CSO compliance field inspections, conducts WV DEP spill line calls and reports when necessary, installs and maintains collections system flow meters and maintenance. Assists the leak detection program, water system flushing program, construction monitoring on projects, and valve exercising program. When needed supports and assists field service department with customer complaints and investigations. Performs related work as required.

7. DESCRIPTION OF SUPERVISION RECEIVED BY AN INCUMBENT OF THIS POSITION:

The incumbent is supervised by the Senior Engineer or designee.

8. DESCRIPTION OF SUPERVISION EXERCISED BY AN INCUMBENT OF THIS POSITION:

There is no authority granted.

9. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR PERFORMANCE OF THE WORK:

Drafting experience in all aspects of civil engineering; considerable knowledge of the principles and practices of land surveying; knowledge of how sewer, water and storm systems function. Knowledge of word, excel and CAD/Microstation. Must be in good physical condition.

10. EDUCATION AND/OR EXPERIENCE NECESSARY FOR WORK PREPARATION:

Combination of work/study as a typical technician such as Associate degree in Civil Engineering with at least one year experience (field work) one year (office work) under the supervision of a registered surveyor or engineer, and/or graduation from high school with experience in operating transits and levels; or any equivalent combination of training and experience that provides the above knowledge, skills and abilities.

11. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is that of a typical office. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk clearly and hear and able to speak publicly; to walk, sit, stand, bend, climb stairs, walk on uneven surfaces, crouch, crawl, kneel and stoop. The employee is frequently required to walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Work is primarily conducted indoors but with time outdoors as well. Incumbents of this position will be exposed to noise, dust and inclement weather conditions.